

**Abington Public Library
Substitute Library Assistant**

August 23, 2016

The Abington Public Library seeks qualified candidates to add to the list of Substitute Library Assistants. Candidates must be aware that this is a substitute position. There are NO regularly scheduled hours for this position and NO expectation of any regularly scheduled hours. Flexibility and the ability to respond to a work request on short notice are essential. Substitute Library Assistants report to the Library Director and work under the supervision of the senior staff member on duty.

Qualifications: Bachelor's degree preferred, high school diploma required. Ability to work comfortably in a Windows environment and knowledge of Microsoft Office applications and email is essential. Experience working with the public, particularly in a library setting required. Working knowledge of library computer applications, particularly SIRSI/DYNIX Symphony, preferred. Skill at accurately and efficiently sorting and shelving materials in alphanumeric order required.

Excellent written, verbal and customer service skills necessary. Ability to accurately follow complex written and/or verbal instructions and to pay close attention to detail is essential. Ability to frequently walk, stand, bend, stoop, kneel, sit, reach above the head and lift up to 30 pounds; strength is needed to push loaded book trucks and arrange furniture in the meeting rooms.

Substitute Library Assistants must possess a positive customer service attitude and the ability to be friendly, courteous and tactful with the public. Knowledge of books, authors and reading genres desired. Successful completion of training required.

Areas of responsibility:

1. Work as a substitute circulation assistant, applying established library policies and procedures to each transaction.
2. Shelf returned materials and straighten shelves.
3. Perform simple clerical tasks and prepare materials for library programs as assigned.
4. Substitute Circulation Assistants may be called upon to perform other library duties not part of their regular schedule of duties in order to maintain the efficient operation of the library.

Wages: \$14.05 per hour. This position is not eligible for benefits.

Closing Date: September 13, 2016.

Submit: A cover letter, resume and Town of Abington employment application which may be found on the Town of Abington website at:

<http://www.abingtonma.gov/sites/abingtonma/files/file/file/employmentapp.pdf>.

to: Deborah Grimmett, Library Director at ablib@ocln.org

While electronic submissions are preferred, submissions may be mailed to:

Deborah Grimmett, Library Director

Abington Public Library

600 Gliniewicz Way

Abington, MA 02351